G.M. 1918

5 & 18.

Sl. No. 1.

Procedure for the preservation & destruction of Secretariat Records.

GENERAL AND REVENUE SECRETARIAT.

Dated Bangalore, the 26th May 1915.

M E M O.

The following procedure shall be observed in giving effect to rules 73 and 74 of the Revised Manual:-

Separate proposals should be submitted by the official in charge of the Records in respect of records under each Head of Correspondence.

2. Every such proposal should relate to records pertaining to one year.

3. A register called the "Destruction Register" should be opened in the form appended hereto and the files proposed to be destroyed entered therein.

4. A printed list of file headings pertaining to the Head of correspondence for the year should also be put up, together with an Index to File Headings.

5. The proposal with the above lists and Register should be sent to the Head of the Branch concerned for noting the necessary --- entries under the several headings of the Destruction Register with due regard to the importance of the files referred to.

6. The Registrar should carefully scrutinize the proposal after a personal examination of the Records and enter his remarks in the appropriate column in the Destruction Register and return the same to the General Records.

7. The official in charge of the records will make a note of the files ordered to be destroyed in the File Register against the file heading or serial concerned.

8.

8. The Destruction Register and the files ordered to be destroyed should then be sent to the Cashier who will note the fact of destruction against the file heading or serial concerned in the Destruction Register.

9. The Destruction Register should show on the cover the Head of correspondence and the year to which it pertains and should be preserved in the Records.

For Offg: Secretary to Government.

K.N.N.15.

With reference to Rules 73 and 74 of the Revised Manual and in supersession of all previous orders on the subject of destruction of useless and time barred collections, etc., the following procedure is prescribed for -- adoption:--

1. The Register of records selected for destruction which is now maintained should be dispensed with.

2. The File Registers will be sent by the General Records to the Superintendents of the Branches who will note against each entry, the collections etc., thus propose to be destroyed and return the File Registers to the General Records within a fortnight. The General Records will obtain the orders of the Registrar to take further action.

3. The work of destruction should be expedited to make room for the new collections in the General Records.

A. R. BANERJI, Esq., C.I.E., I.C.S.,

Member of ~~Government~~ Council.

230
23.2.18

MEMORANDUM.

Dated 23rd February 1918.

General *Department.* *Branch*

Submitted,

The destruction of Records is now regulated by Appendix D of the revised Office Manual of 1915. Under the old Office Manual, the period of preservation of B collection was ten years, while that -- under the revised Manual is only five years. The examination of files and Registers relating to the Manual period, i.e., since 1904, for selection of papers for destruction was commenced from 7th December 1916. The Deposit papers of all the Branches from the year 1904 - 05 to 1912 - 13 have been destroyed. The files relating to the following Sections were examined by the Heads of Branches concerned and by me and those selected for destruction have been destroyed.

1. Genl. Miscellaneous..1904-05

How is destruction of records in the Secretariat carried out? Is the work up-to-date?

Reply

23/2

Note.- Reply or action taken to be noted in the left margin.

GRSM.—456

G.R.S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

2. Education 1904-05
3. Police 1904-05
4. Courts 1904-05

The files and Registers of other Sections for the same year are being examined by the Heads of the Branches concerned for selection of papers for destruction or preservation and further action is being taken.

Chief Sec

Bu 2/3

This is too vague. In App D of the Office Manual of 1915, 18 items are specified for destruction at several intervals. Please state up to what date old papers under each such item have been destroyed.

4/3/18 Bu

Typed statement submitted;

Bu 7/3

Bu 12/3

Chief Sec

The progress cannot be regarded as satisfactory.

The rules shd be strictly followed where there is real inconvenience the rule should be got changed.

Special attempt shd be made to bring work up to date within 3 months.

Sub to 2nd member for personal B.C.

Thus matter shd be brought to Dewan.

This matter reps that there is much heavy arrears.

This Endt that record work is neglected in the Chief Office of Govt.

The Eff and Dy Secs shd be held up to watch progress — once in 3 months

4/6.3

Sub to Dewan for personal

7.

4/3/18

I agree.

I hope that the Chief Secretary will see that the work is brought up to date. The primary responsibility of getting the work done is his.

20-4-18

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Regr

24/4/18

GRSM. SL.382.

15.3.18.

-expired papers and registers relating to the Manual period

(Appendix D.)

Action taken.	Remarks.
Papers relating to (1) General Miscellaneous (2) Education (3) Police (4) Courts for 1904 - 05. have been destroyed as per orders. Those of other Sections are being examined by the Heads of Branches concerned for selection of papers for destruction or preservation and further action is being taken. Deposit papers of all the Branches from 1904 - 05 to 1912 - 13 have been completely destroyed.	work much in arrears! (ii) Shd have been destroyed upto 1913 soon under old rules. Shd be brought up to date
These are being destroyed regularly in the Branches.	
These are being destroyed regularly in the Records.	
A few copies of each of the Printed orders have been preserved for reference and the rest destroyed.	
2. The Spare Copy Registers have been preserved under instructions in para A (ix) of Appendix D of the revised Manual.	
Of the 2 copies of final proofs received from the - - Press the approved copy is returned to the Press and the other destroyed in the Branches.	
These are being required for reference and have been preserved.	Why? Space for permanent use the rule shd be changed.
Direction in para A (ix) is adhered to.	
These are being destroyed as per rules.	
Instructions in the Office Manual are being followed.	113 N.B.- Under the present rule the entries are made in loose sheets which will be destroyed - - after replies are received.
---Ditto---	
---Ditto---	
---Ditto---	
The Political Registers, Unofficial & Miscellaneous registers received in the Records are preserved as they are required for reference. No such papers have been received in the Records.	See remarks under viii & ix above

12/3/18

Statement showing the action taken as regards the disposal of ti

i. e., since 190

	Items.	Period fixed for preservation. Under the Old Manual	Under the Revised Manual
	PARA B OF APPENDIX D.-		
i.	B Collections (Only unimportant)	Ten Years	Five Years
ii.	Filed Papers.	Five Years.	Five Years (Those already "filed").
iii.	Deposit Bundles.	Three Years.	Three Years
iv.	Press receipts for A Proceedings.	One Month.	One Month
v.	Manuscripts of Indexes &c.	Ditto	Ditto
vi.	Spare Copies coming within the - - Spare Copy Register.	Three Years.	Permanent Preservation.
vii.	Manuscripts and proofs of papers printed before recording.	One Year	One Year
viii.	D i a r y.	Five Years	Five Years
ix.	Issue Register.	Ditto	Ditto
x.	Register of Spare Copies.	Three Years	In Appendix D para A (ix) it is noted for preservation & in para B (x) it is marked for destruction after the expiry of 3 years.
xi.	P e o n B o o k	One Year	One Year
xii.	Dak Book.	One Year	One Year
xiii.	Register of Suspend Cases.	Six Months	Six Months
xiv.	Press Book	Ditto	Ditto
xv.	Arrear Lists.	Ditto	Ditto
xvi.	Weekly Abstracts.	Two Years	Two Years.
xvii.	Other Registers.	Three Years	Three Years
xviii.	Papers not specifically falling within any of the above classes.		

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(Appendix D.)

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xviii.	Papers not specifically falling within any of the above classes.		

A. R. BANERJI, Esq., C.I.E., I.C.S.

Member of ~~Government~~ Council.

MEMORANDUM.

Dated 2nd April 1918.

2.4.18.

Generals *Department.* *Branch*

I asked for some information re: destruction of records. A note was put up on which I made some remarks. May I know what further action has been taken?

2.4.18

Repr. Put up the file

8/4/18

The file ~~was~~ was submitted to the Dewan for perusal on 18.3.18

Chief Sec/

3/4.

I inspected the records recently & looked into the question. I find the procedure laid down for selection of records for destruction is too elaborate & that this is a main cause for the backwardness of this work. I have given certain instructions in accordance with which the rules will be modified. The case is being worked up. After that is done I expect much quicker progress.

2nd Member

8/4/18

Then the case is worked up. Meanwhile base the modified rules.

3/4

Repr. Early

8/4/18

Note.- Reply or action taken to be noted in the left margin.

GRSM.—456

Recd from the Dept. Get hands for being placed on the connected file.

6.4.18.

Destruction of Records.

----:o:----

x Flag.Z.

Subsidiary instructions to regulate the procedure for the destruction of Records under Rules 73 and 74 of the Office Manual were laid down in the memo of 26th May 1915. Owing to the elaborateness of this procedure as may be seen from the form prescribed, good progress could not be made.

x Flag J.

2 This procedure was superseded by the subsequent instructions contained in Memo dated November 1916. Under this the Superintendents of Branches have to mark the files for destruction in the File Registers and Registrar's orders obtained thereon against each item before destroying the Records. This system is far too elaborate for being worked satisfactorily. The branch Superintendents who are sufficiently engaged in current work cannot find time to scrutinize the old File Registers and it would be too much to expect the Registrar to go through all the entries in all the Registers.

3 To secure quicker despatch of work, it is now proposed to give greater discretion to the Superintendent of General Records in the selection of papers for destruction. He may mark out the collections for destruction, obtaining Registrar's instructions only in cases of doubt. Further action may be taken in regard to files selected by the Superintendent for destruction without further reference...

4 The Superintendent, General Records may be required to Submit a monthly statement of progress of work in this -- direction.

Z.A. M. 2.21. 15-4-18.

Chief Sec/

5 I shall be glad to have the opn of Mr VIII - b What is the procedure in B-I. Secty? 17/4/18

Sec 8/4

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

7 In order to avoid the trouble of printing, many important files are now recorded as B Collections.

To make their destruction automatic after 5 years as would practically be the case if the matter were entirely left to the Supt of Records — would not be expedient. It seems necessary that the Branch Supts should have a voice in the matter.

To ensure this and at the same time to minimise trouble, the Supt Genl Records may mark in the File Register the files he proposes to destroy and the entries may be checked & counter-initialled by the Branch Supt & Regr

9 The practice in Bor India does not appear to be uniform. In Bombay & Madras, the Record Office keeps only permanent papers &

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GPB—50,000—29-6-14

does not destroy any records at all, all ephemeral papers being destroyed after the one period in the Section or Branch.

10 In Bihar & Orissa, the Records Branch destroys papers under the instructions of the Registrars concerned.

Chief Secy
Hon Regr

20/4/18

11 The procedure recommended by under Secy VIII is that now observed with the addition of scrutiny by the Supt. Gen. Records. This means more delay in the destruction work and so much elaboration in my experience does not appear to be necessary. The simpler rules now proposed deserve consideration.

21/4.

I shall be glad to discuss the matter with the Hon Regr.

29/4/18

Supt Records
Brought
9/7

Draft Govt. Order
as issued

9.7.18

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

An office memorandum laying down the revised procedure to be observed in giving effect to the rules of the office Manual relating to the preservation + destruction of records is put up for approval through under Secy VIII

Chief Sec

9/7

Slight correction suggested on the ref.

11/7

Issue

12/7

Issued.

Q 682 dated 13th July 1918

[illegible]

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

G 682 of 13th July

Office Memorandum.

The following procedure shall be observed in giving effect to Rules 73 & 74 of the Revised Office Manual relating to the preservation and destruction of records.

The Records and File Registers will be examined by the Deputy Registrar and action taken in regard to the destruction of files in all clear cases. In doubtful cases ~~where he feels a doubt~~ he should seek the orders of the Regr office consulting, the Chief Superintendent or Superintendent of the Secretariat concerned. ~~(may be consulted and where they both agree, action may be taken according to their joint opinion. In cases of disagreement, the matter may be referred to the Registrar for orders and further action taken in accordance therewith.)~~

Till the Dy Regr enters on his duties the Supd in charge of Records will perform the functions assigned to the Dy Regr in this memorandum

By Order,

Chief Secretary to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. G. 682 dated 13th July 1918.

Office Memorandum.

The following procedure shall be observed in giving effect to Rules 73 and 74 of the Revised Office Manual relating to the preservation and destruction of records.

The Records and File Registers will be examined by the Deputy Registrar and action taken in regard to the destruction of files in all clear cases. In doubtful cases he should seek the orders of the Registrar after consulting the Chief Superintendent or Superintendent of the Secretariat concerned. Till the Deputy Registrar enters on his duties the Superintendent in charge of Records will perform the functions assigned to the Deputy Registrar in this memorandum.

By Order,

C. S. BALASUNDARAM IYER,

Chief Secretary to Government.